

# Payroll Organizer

## Employee Setup (complete 1 per employee)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Gender:      Male      Female      Email Address: \_\_\_\_\_

Employee Type:      Full Time      Temporary      1099      Part Time

Employee Status:      Active      Terminated      New Hire      Inactive

### Benefit Tracking

	Opening Balance	Earned Per Period	Maximum Balance
Vacation	Hours	Hours	Hours
Sick	Hours	Hours	Hours
Personal	Hours	Hours	Hours

Pay Type:      Live Check      Direct Deposit

### Direct Deposit Info

Bank Name: \_\_\_\_\_

Routing Number (9 digits): \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Type:      Checking      Savings

Pay Info:      Hourly      Salary

Regular Pay Rate: \_\_\_\_\_ Per Hour / Pay Period

Overtime Rate: \_\_\_\_\_ Per Hour / Pay Period

Other Rate: \_\_\_\_\_ Per Hour / Pay Period

### Federal Tax Info

Filing Status:      Married      Single

Allowances (Form W-4) \_\_\_\_\_ Additional Withholding Amount: \_\_\_\_\_

### State Tax Info

Filing Status:      Married      Single

Allowances (Form W-4) \_\_\_\_\_ Additional Withholding Amount: \_\_\_\_\_